

RESOLUTION NO. 95-85

A RESOLUTION OF THE LODI CITY COUNCIL
ADOPTING THE 1995-96 OPERATING AND CAPITAL IMPROVEMENT BUDGETS
FOR THE FISCAL YEAR BEGINNING JULY 1, 1995 AND ENDING JUNE 30, 1996

WHEREAS, the City Manager submitted the 1995-97 Financial Plan and Budget to the City Council on June 6, 1995; and

WHEREAS, the 1995-97 Financial Plan and Budget was prepared in accordance with the City Council's goals, budget assumptions and policies; and

WHEREAS, the City Council conducted budget hearings on June 6, June 7, June 13, June 14, and June 20, 1995 at the Carnegie Forum; and

WHEREAS, the 1995-97 budget is balanced and does not require additional taxes or fees.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LODI, AS FOLLOWS:

1. That the 1995-97 Financial Plan and Budget as proposed by the City Manager and amended by the City Council is adopted.
2. That the funds and regular staffing for the 1995-96 operating budget are appropriated as summarized in Schedule A (revenues), Schedule B (expenditures), Schedule C (regular staffing) and Schedule D (City Council Budget Adjustments).
3. That the funds for the 1995-96 Capital Improvement Budget are appropriated to a Capital Control Account for further allocation by the City Council on a project by project and purchase by purchase action.

Dated: June 21, 1995

I hereby certify that Resolution No. 95-85 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 21, 1995, by the following votes:

On motion by Council Member Pennino, Warner second, adopted Resolution No. 95-85 approving the 1995-96 Financial Plan and Budget as amended, and appropriating the 1995-96 operating and capital budgets, with the exception of electric wheeling charges, by the following vote:

AYES:	COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner and Mann (Mayor)
NOES:	COUNCIL MEMBERS - None
ABSENT:	COUNCIL MEMBERS - None
ABSTAIN:	COUNCIL MEMBERS - None

CITY OF LODI

JULY 5, 1995

PARKS SUPERINTENDENT**DEFINITION:**

Under direction, plans, organizes and directs the City's Parks Division, including parks landscape and maintenance, public building grounds, equipment maintenance, park rangers, nature center and recreational areas; performs related work as assigned.

CLASS CHARACTERISTICS:

This single position class has division level responsibility for the overall direction and administration of parks planning, design, development and maintenance. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division's budget and directing day-to-day operations.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Parks Division.
- Surveys and studies present and proposed parks and related areas and layouts and oversees design of new landscape and maintenance procedures.
- Prepares, administers, and directs the division's budget, including capital improvement and in-house construction projects.
- Plans, organizes, assigns, reviews, evaluates and directs the work of assigned staff; selects personnel and provides for their training and professional development.
- Maintains effective relations with a variety of community organizations, groups and the public.
- Develops, revises and implements needed administrative programs and procedures including workload planning and assignments, computerization and physical space allocation.
- Coordinates, delegates and follows up on the work of assigned staff; sets work priorities and coordinates and schedules assignments.
- Represents the City by making presentations to and working closely with citizen boards and commissions and public and private organizations.
- Prepares, coordinates and administers State and Federal grants.
- Inspects parks and conducts studies for proposed improvements and maintenance activities.
- Prepares necessary work orders, requisitions, correspondence, contracts, plans, maps, schedules and charts.
- Prepares a variety of periodic and special reports related to parks programs and activities; develops and writes manuals and instruction procedures.
- Oversees landscape design and consultative services as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and methods of maintenance and parks design.
Principles and practices of employee supervision, including selection, training, evaluation and discipline.
Principles budgetary administration and control.
Theories, principles, techniques and equipment used in landscaping, park operations and maintenance.
Safety practices and equipment related to work.
Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation and work standards.
Rules, regulations and ordinances pertaining to parks operations and maintenance functions.
Principles of grant application and proposal preparation and administration of grant funds.

Ability to:

Plan, organize, assign, direct, review, and evaluate the work of assigned staff.
Select, motivate, and evaluate staff and provide for their training and professional development.
Develop and implement goals, objectives, policies, procedures and work standards and internal controls.
Develop and administer parks maintenance contracts.
Manage and direct multi-faceted parks operations and maintenance programs.
Exercise sound independent judgment within general guidelines.
Prepare and deliver clear, concise and complete oral and written reports and correspondence.
Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from a four year college or university with major coursework in public administration, facility management, landscape architecture or a closely related field.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Five years of progressively responsible experience in parks development, operations, and maintenance, three of which include administrative and supervisory responsibilities.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS:

Pest Control Advisor's license issued by the State of California.